

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

OFFICE OF THE MEDICAL DIRECTOR

**TRANSFER OPPORTUNITY
INTERMEDIATE TYPIST-CLERK**

The Office of the Medical Director (OMD) is recruiting a qualified individual to fill the vacant position of Intermediate Typist-Clerk (ITC) within OMD's program and administrative operations.

EXAMPLES OF DUTIES:

- Provides clerical support to OMD staff, including, but not limited to, typing correspondence/ reports, charts/spreadsheets; arranging meetings; photocopying and faxing; picking up and distributing mail; organizing and maintaining office files and records in OMD's shared folders; and processing documents according to procedures.
- Prepares and finalizes letters, correspondence, memoranda, documents, spreadsheets, etc.; and ensures that all materials submitted for signature/approval have been proofed for completeness and accuracy and that all relevant information, attachments, clearances, signatures, etc. are included.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary; and prepares reports upon request.
- Tracks staff assignments and monitors completion dates and compliance with deadlines.
- Takes care of day-to-day inquiries, problems, and operating details.
- Provides clerical back-up coverage, whenever needed, within OMD.
- Works on special assignments, as needed.

DESIRABLE QUALIFICATIONS:

- Strong oral and written communication skills.
- Ability to prioritize and multi-task.
- Excellent self-starter with strong follow-through and organizational skills.
- Responsiveness, flexibility, and ability to work within short and sometimes unanticipated deadlines.
- Strong interpersonal skills; ability to work independently and as a member of an interdisciplinary team.
- Ability to effectively interact with all levels of staff within the Department of Mental Health, other County departments, agencies, and the public.
- Proficient in Microsoft Outlook, Word, Excel, Access, PowerPoint, and Visio.

Interested applicants should submit their résumé, last two performance evaluations, and last two calendar years' time history records by Friday, April 26, 2013, to:

**Camelia Elias
Office of the Medical Director
550 South Vermont Avenue, 10th Floor, Los Angeles, CA 90020
Email directly to: celias@dmh.lacounty.gov
Phone: (213) 351-7267, Fax: (213) 738-4646**